



## ROCKY MOUNTAIN COORDINATING GROUP

**Bureau of Indian Affairs** (Southwest, Rocky Mountain and Great Plains Regions)

**Bureau of Land Management** (Colorado and Wyoming)

**Fish and Wildlife Service** (Mountain/Prairie Region)

**Forest Service** (Rocky Mountain Region)

**National Park Service** (Intermountain and Midwest Regions)

**State Agencies in Colorado, Wyoming, South Dakota, Nebraska and Kansas**

**To:** Rocky Mountain Area Priority Trainees  
**From:** Randy Jacks, Geographic Area Training Representative (GATR)  
**Subject:** Letter of Acceptance to the 2021 Priority Trainee Program

Congratulations, you have been accepted into the Rocky Mountain Area Priority Trainee Program (PTP) for 2021.

### **How the Rocky Mountain Area Priority Trainee Program Works**

From the priority trainee list, a daily report is generated which indicates all Rocky Mountain Area priority trainees available for assignment by position. It is essential to the success of the program that each trainee participating in the program *accurately and frequently update their availability status* throughout the course of the fire season. Trainees who fail to show themselves as “available” will not be considered for Priority Trainee assignments.

If you need assistance or are unfamiliar with the procedures for changing your status, please contact your local dispatch office.

This year, due to some limitations the Firenet environment, we are not able to have the Priority Trainee Program availability lists fed directly from IROC. This will result in the need for Priority Trainees to **maintain your availability status in two places:**

1. **IROC** : You will need to show yourself as “Available GACC” in IROC.
2. **RMA Priority Trainee Availability Form** : You will need to update your status on a web based form that is available on the RMACC website - [RMACC Training Page](#).

Any time you have a status change (Available/Unavailable) you will be required to change your status in both places. Once you are assigned, your status will be changed to reflect that. After you return from an assignment, you will need to update your status in both places again. If you are in doubt of your status, you can update the form at any time.

**\*\*** The All GACC Availability Roster is updated daily at 0900. If you wish to be available outside of the Rocky Mountain Area on a specific day, you must change your status prior to 0900 on that day. Any change to your status done after 0900 may not be reflected on the All GACC Roster until the following morning.

### **Show your status as “Available GACC” in IROC.**

- When **Available GACC** in IROC, you could be assigned, as a Priority Trainee, to any requesting incident within the Rocky Mountain Area or nationally; you will be listed on the Rocky Mountain Area’s daily availability list. When available GACC, you are available for an

assignment only as a trainee in the position(s) for which you are identified as a Priority Trainee. GACC status indicates that you are committing to a priority trainee position assignment.

- When **Unavailable**, you will **NOT** be called for a trainee assignment.

### **Your Responsibilities as a Priority Trainee**

As a priority trainee, you are responsible for ensuring the following:

- Ensure your availability is accurately updated in **IROC and the RMA Priority Trainee Availability Form** throughout the fire season; when you are showing “available”, trainees should be able to quickly respond to an incident and be committed for the duration of the assignment (up to 14 days plus travel). You need to have your supervisor’s approval to take assignments, **prior** to making your status “available”.
- *Check-In* with an Incident Training Specialist (TNSP) at the incident. This will aid in the documentation process and help with reassignments.
- Ensure all documentation (Task Book and Performance Evaluations (ICS-225)) for the assignment is completed by your incident supervisor before demobilization from the incident.
- Complete a Post-Assignment Report at the conclusion of each assignment. [2021 Priority Trainee Post-Assignment Report](#)
- At the end of the 2021 fire season, you will be asked to complete a Post-Season Report.

### **Performance Evaluations**

Performance Evaluations (ICS-225) are to be completed on each assignment. Deficient evaluations may result in loss of PTP eligibility.

### **Questions and/or Additional Program Information**

Additional information about the PTP can be found at the Rocky Mountain Coordination Center web site

<https://gacc.nifc.gov/rmcc/training.php>.

Please feel free to forward any questions to your Zone Training Representative (a list of the Zone Reps can be found here: [RMA Training Zone Reps](#))

/s/ Randy Jacks

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Rocky Mountain GATR